

Using PERforM to Approve and Disapprove Appraisals


All appraisals must be approved or disapproved by the Reviewer before being communicated to the employee. To review an appraisal submitted by the Rater, the Reviewer selects "Review/Approve Pending Appraisals" from the Reviewers section of their Home Page.

Reviewers

- [View All Employees I Review/Approve](#)
- [Review/Approve Pending Appraisals](#)
- [View All Incomplete Appraisals](#)
- [View All Appraisals Pending Employee Review](#)
- [View All Complete and Exempt Appraisals](#)

Review appraisals submitted for your review (you may approve, disapprove, or comment).

Clicking this link will take the Reviewer to the Select Performance Appraisal screen to view the list of appraisals waiting for his or her review. The Reviewer will click the word "Review" to select the appropriate appraisal from the list.





Wednesday, April 25, 2007 12:16:28 PM

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[Home Page](#) > Select Performance Appraisal

Select Appraisal

The following are submitted appraisals within current appraisal period (calendar year) that are ready for approval.

(1) appraisals

Review	Employee Name	Job Title	Organization	Supervisor	Type	Appraisal Status	Overall Rating	Date Modified
Review	AGGELER, CAROLYN A.	COMPUTER INFO TECH SPEC II	ITSD-SYSTEMS & PROGRAMMING	PETERSON, DONNA	Special	Pending	Successful	4/25/2007 12:12:24 PM

Once selected, the appraisal will open (see next page).

The Missouri State Employee Online Performance Appraisal System








Wednesday, April 25, 2007 12:17:34 PM
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Edit Performance Appraisal

Employee Details

<i>Employee Name</i>	AGGELER, CAROLYN A.	<i>Job Title</i>	COMPUTER INFO TECH SPEC II
<i>Supervisor Name</i>	PETERSON, DONNA	<i>CIVS Description</i>	UCP MERIT SYSTEM CLASSIFIED
<i>Agency</i>	OFFICE ADMINISTRATION-OPER	<i>Percentage Fulltime</i>	1.0
<i>Organization</i>	ITSD-SYSTEMS & PROGRAMMING	<i>Months of Service</i>	151.0

Performance Appraisal Details
[How to Evaluate and Rate Employee Performance Objectives](#)

<i>Appraisal Type</i>	Special	<i>Rating Period</i>	-	<i>Overall Score</i>	6.6
<i>Appraisal Status</i>	Pending	<i>Appraisal Date</i>	4/25/2007 12:12:24 PM	<i>Overall Rating</i>	Successful

1. Knowledge of Work
Rating

☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☐ 6
☒ 7
☐ 8
☐ 9
☐ 10

Performance Objectives:

1. Seek and obtain education to meet performance requirements.

Comments:

2. Quality of Work
Rating

☐ 1
☐ 2
☐ 3
☐ 4
☐ 5
☒ 6
☐ 7
☐ 8
☐ 9
☐ 10

Performance Objectives:


CONDENSED SCREEN PRINT
(Not all Performance Components are shown)

Overall Comments:

Appraisal Status [Pending](#)
Overall Score 6.6
Overall Rating Successful

Approve
Disapprove
View Attachments
Add Sticky Note
Print Preview

[Detail exp](#) Approve the appraisal as submitted. [y](#)


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Using the buttons at the bottom of the appraisal, the Reviewer has the option to approve or disapprove the appraisal, to view attachments, to add sticky notes, or to print the appraisal.

If the Reviewer chooses to approve the appraisal by clicking “Approve”, the status of the appraisal will change to approved. If the Reviewer chooses to disapprove the appraisal by clicking the “Disapprove” button, the status of the appraisal will change to disapproved.

After the Reviewer has approved or disapproved the appraisal, the appraisal’s status is automatically updated for the Rater. Raters can see the status of appraisals they have submitted for review by clicking on the “Update Incomplete Appraisals” link from their Home Page (See [Completing the Appraisal Process](#)).

Using “Sticky Notes” to Communicate to the Rater

In some instances, the Reviewer may not want to approve the appraisal as it has been prepared by the Rater and/or may want to send additional instruction or comments to the Rater regarding the appraisal. Electronic sticky notes can provide this communication.

Sticky notes are created by the Reviewer by clicking the “Add Sticky Note” button on the bottom of the appraisal screen.



After clicking the “Add Sticky Note” button, a screen opens which allows the Reviewer to type and send a *temporary* message to the Rater about the appraisal. To “attach” the sticky note to the appraisal and send it back to the Rater to act upon, the Reviewer clicks the “Send” button.

Once the Rater has read the sticky note, the Rater can delete it. If the Rater does not delete the sticky note, it is automatically discarded when the appraisal attains “Complete” status.

A screenshot of a web browser window titled "http://performuat.oa.state.mo.us - Add Sticky Note - Microsoft Internet...". The page header reads "The Missouri State Employee Online Performance Appraisal System" and features the "PERforM" logo with the tagline "Productivity, Excellence and Results for Missouri". The main heading is "Add Sticky Note". Below it is a large text area containing the prompt: "Please justify your rating for the Situational Responsiveness component." At the bottom of the text area are two buttons: "Send" and "Cancel". A mouse cursor is pointing at the "Send" button. The browser's status bar at the bottom shows "Done" and "Internet".